



Department of Administration  
Emerging Business Enterprise Program

Tom Barrett  
Mayor

Cheryl L. Oliva  
Purchasing Director

Christopher E. Martin  
Program Manager

September 6, 2006

Dear Vendor:

This cover letter is to advise you of the Emerging Business Enterprise (EBE) participation requirements in accordance with the City of Milwaukee Ordinance Chapter 360.

**NOTE: READ THE TOTAL EMERGING BUSINESS ENTERPRISE PROVISIONS IN THE PROPOSAL PACKAGE VERY CAREFULLY.**

EBE participation is an element of request for proposal responsiveness. Failure to meet specified EBE requirements will render the proposal unresponsive, and the DOA-Business Operations Division may then recommend award to the next apparent highest ranked proposer.

Proposals that contain a term, condition or provision regarding EBE participation that prevents you from responding or are restrictive relative to the market and/or the service requirements of the City, can be clarified by filing a written request with the City of Milwaukee by Friday September 15, 2006, the stated deadline for submitting questions. The request must state clearly the reason(s) you cannot comply.

For further information regarding EBE participation, contact the Emerging Business Enterprise Manager, Christopher Martin at 414-286-5552 or the appropriate purchasing agent.

Ref. EBE.LTR (Rev. 9/02)